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GENERAL MEMORANDUM NO. 288 – 25

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Update on Cost Containment Measures, Personnel Actions, and Financial Controls

With the start of the new Fiscal Year, the Office of the Governor is issuing updated guidance regarding cost containment measures. This General Memorandum supersedes guidance provided in General Memorandum NO. 009-25. The following cost containment measures remain in effect, as revised below.

1. Hiring Freeze and Personnel Action

All hiring decisions and other personnel actions, including but not limited to promotions, pay adjustments, and transfers, require approval from the Governor's Chief of Staff. I herewith delegate my authority regarding the approval of hiring decisions and other personnel actions to the Chief of Staff, to whom I designate my signatory powers for these actions.

The Governor's approval remains necessary for hiring decisions and other personnel actions involving Cabinet members and Deputy Cabinet members.

2. Overtime (OT) Pre-Approval

All work schedules must be managed to prevent employees from working more than 40 hours per week. Compensatory time may be authorized by Directors, so long as it is in compliance with human resources statutes, regulations, and policies. All requests for paid overtime must be preapproved by the Governor through written request and must include the following components:

- Cover letter stating the purpose of the overtime request
- Number of employees and anticipated overtime hours (or the maximum hours requested)
- Total calculated overtime cost
- One Solution screenshot identifying the funding account; if overtime is charged to a grant, include the grant narrative confirming overtime as an allowable cost.

3. Purchase Order or Contract Required for Payments

No payments will be issued by ASG unless a properly approved purchase order and contract is on file for the applicable goods and services. Any violation of our ASG regulations in this regard shall be punished to the fullest extent of the law.

4. Non-Essential Travel

All Cabinet member travel must be approved by the Governor. Where possible, non-essential travel that has already been arranged should be canceled or rescheduled.

All Cabinet member travel must comply with the Governor's Office Travel Delegations and TA Submission Policy that was released on October 1, 2025.

5. Semi-Autonomous Agencies and Authorities

Semi-autonomous agencies and authorities are exempt from the requirements of this General Memorandum. However, semiautonomous agencies and authorities are encouraged to implement best practices and safeguards to promote fiscal responsibility, cost efficiency, and effective internal controls.

Thank you for your patience, understanding and cooperation as we continue to work towards sound financial management of the American Samoa Government.



Pulaali'i Nikolao Pula
Governor